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U.S. Dept. of Commerce

How to sell to the  
government for civilian...

Washington

1941

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How to

Sell

to the

Government  
for civilian needs

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Box 604

UNITED STATES DEPARTMENT OF COMMERCE

JESSE H. JONES, Secretary

Industrial Series No. 2

# HOW TO SELL TO THE GOVERNMENT FOR CIVILIAN NEEDS



UNITED STATES  
GOVERNMENT PRINTING OFFICE  
WASHINGTON : 1941

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## TABLE OF CONTENTS

	Page
Foreword.....	v
Two kinds of buying.....	1
The Procurement Division of the Treasury Department.....	1
Specifications available.....	1
As to local purchases.....	2
Three ways of purchasing.....	2
Federal standard stock catalog.....	3
The Department of Agriculture.....	4
Bureau branch purchasing offices.....	5
Farm Security Administration.....	6
Department of Commerce.....	7
Department of the Interior.....	7
Additional purchasing offices.....	8
Department of Justice.....	13
Department of Labor.....	14
Post Office Department.....	14
Department of State.....	14
Treasury Department.....	15
Miscellaneous Government agencies.....	16
Miscellaneous buyers.....	25

## Foreword

The present pamphlet is intended to supply information, in simple form, on how the Government routine purchases are made. Obviously, such purchases are large in variety and number. The Federal Government is an enormous organization, and it needs many supplies for its daily work.

It is not likely that the methods outlined here will be radically changed by the impact of defense needs. Some changes, however, may occur.

## Two Kinds of Buying

The Federal Government is engaged in two kinds of buying—for war needs and for ordinary needs. A tank, for example, is for war needs. Office desks and supplies are for ordinary needs.

The war purchasing is done by the Army and Navy. The ordinary purchasing is done chiefly by the Procurement Division of the Treasury Department.

Army and Navy purchasing is explained by the two booklets published by these two Departments: The Army Purchase Information Bulletin (1940), and Selling to the Navy. Copies of these publications will be sent on request to any manufacturer or dealer of good standing and reputation.

This pamphlet is to help the businessman understand how the Government attends to its ordinary, routine needs.

## The Procurement Division of the Treasury Department

The Procurement Division of the Treasury is the place where the various needs of governmental agencies are ascertained, pooled together, assorted, and tabulated. This is done in order to make large purchases at small cost, and to prevent the various Government departments from bidding against each other.

Small-scale purchasing is done also by the various purchasing offices of the individual governmental agencies. The amount usually does not exceed \$100.

There is no great mystery involved in doing business with the Government. Any businessman desiring to do such business may write to the Procurement Division, Treasury Department, Washington, D. C., requesting that he be listed to receive invitations to bid on items he can furnish.

He should furnish sufficient information to the Division to explain his financial and technical status as a bidder.

## Specifications Available

The businessman may also obtain, in advance, a list of specifications in force, by asking for Price List 75, 6th Edition. Or he may purchase from the Government Printing Office, Section 4, Part 1, of the Federal Standard Stock Catalog, entitled "Federal Specifications Index" (price 15 cents).

Where specifications have been recently written, mimeographed information is sent out as part of the invitation to bid. The Procurement Division will drop from its mailing list any concern remaining unresponsive to several invitations to bid.

Specifications should at all times be closely examined, and the bidder should take note of such items as child labor, wages and hours, materials of foreign origin, and limitation of profits applying in certain cases.

Provisions relating to delivery merit special attention. A bond for performance is sometimes required.

To receive invitations to bid on the items purchased by the individual departments of the Government, and not through the Procurement Division, application for listing must be made direct to the purchasing offices of such departments.

## As to Local Purchases

To facilitate local purchases the Procurement Division has offices in every State, equipped to furnish information on the proper procedure in bidding and filling contracts. A list of these State offices is included. It must be borne in mind at all times that Government purchasing is done on a competitive basis. Invitations to bid identify the agency issuing the invitation and include quantity of material desired, sizes, grades, specifications, delivery requirements, and other matters.

Firms selling to the Government should bear in mind also that it is not essential, though it may be convenient, to maintain a representative in Washington to attend bid openings. The factors which, above all, will "clinch" a sale with the Government are the "right price" and quality.

Government purchasing procedure is outlined by law which requires advertising of its needs and award to the lowest responsible bidder meeting the specifications, except where negotiated contracts are authorized.

## Three Ways of Purchasing

In general, all the purchasing is done in one of the following ways:

1. Through invitations to bid on standard Government form of contract.
2. Through the General Schedule of Supplies which lists items in common use contracted for on a term basis, including such articles as hardware, building materials, electrical equipment, fuel, drugs, and hospital and office supplies, and furnishings.
3. Through minor buying under legislative exemptions, on small scale.

The General Schedule of Supplies is compiled by the Procurement Division. It represents a long list of items employed in the functioning of the various civil branches of the Government.

A current study of the purchasing machinery of the United States Government would not be complete without a word about the Division

of Purchases of the Office of Production Management. This Division, however, is concerned with National-Defense needs exclusively. However, it cooperates with the Procurement Division insofar as such coordination may facilitate purchases for National Defense.

Any businessman wishing to do business with the Government, who is doubtful about the proper procedure, even after a perusal of this pamphlet, may write to the Commercial Intelligence Unit, Division of Commercial and Economic Information, Department of Commerce, Washington, D. C., and his inquiry with reference to any phase of the subject will receive prompt attention.

## Federal Standard Stock Catalog

The Federal Standard Stock Catalog is designed to list, in orderly and classified arrangement, all supplies regularly procured, stored, and issued by or for the various departments and establishments of the Government and to furnish the necessary information for procurement, storage, and issue of each item.

The catalog comprises a general index of Federal property; detailed listings of commodities under each of the 74 classes for storage and issue, with standardized nomenclature, stock numbers, data as to departments and establishments by which used, references to any applicable Federal or departmental specifications, approximate prices and code words. The catalog also contains detailed information of value to Government procurement agencies for various commodities, as to geographical distribution of sources of supply, domestic and world production and utilization, variation in practice as to production or marketing, and other data requisite for economical and expeditious procurement. Federal specifications are published as a part of the Federal Standard Stock Catalog. Approximately 1,345 individual Federal specifications have been promulgated.

Since the compilation and arrangement of the catalog is a highly technical procedure, and since copies of it (complete with its various sections) are not generally available to most businessmen, there is no need to go into a detailed description of it here.

The part of most use to businessmen interested in selling to the Government is section IV, part 1, Federal Specifications Index, which is generally revised annually and which is available from the Superintendent of Documents, Washington, D. C., for 15 cents. This publication lists the specifications now in force, alphabetically and by groups, such as "Aircraft, Boats and Ships," "Animals," "Animal Products." These specifications are listed also, with prices, in Price List 75, 6th Edition Federal Specifications, which will be sent to anyone applying for it to the Superintendent of Documents, Government Printing Office, Washington, D. C.

Separate indexes of United States Army and Federal specifications used by the War Department and those used by the Navy Department for naval stores and material are published by the departments and are sold by the Superintendent of Documents, for 25 cents each.

A small number of specifications for the Marine Corps, which does its own purchasing, are printed separately and are available from the



Quartermaster General, United States Marine Corps, Washington, D. C.

Occasional specifications for Army and Navy requirements are issued only in mimeographed form, by purchasing officers of those services. Both the Army and the Navy have developed specifications covering many commodities. Many of these, applicable to aircraft materials and supplies, are used jointly. They are listed in Material and Process Specifications, Bulletin No. 23, available from Chief Material Section, Wright Field, Dayton, Ohio.

### The Department of Agriculture

This Department, which includes such organizations as the Soil Conservation Service, Farm Security Administration, and the Rural Electrification Administration, in addition to its many other Bureaus, purchases great quantities of material of a widely diversified nature.

The Department has a very large number of agencies in all parts of the United States with limited authority to purchase from local sources, but the great bulk of purchases are made by the Division of Purchases, Sales, and Traffic, located in Room 1870, South Building, United States Department of Agriculture, Washington, D. C.

This Division not only procures a large amount of common supplies from the Procurement Division of the Treasury, but it also purchases a great deal through contracts it makes direct with purveyors, as a result of bids which it invites.

The Division maintains its own mailing list of concerns which have expressed the desire to receive invitations to bid. Other concerns wishing to be listed should write direct to the Division, at the address given above, and request to be listed for bidding on the particular items they are able to furnish. Application should be made on the blank form provided for that purpose, which will be furnished upon request. Stores requisitions of the Department of Agriculture are handled by the Division's Central Supply Section, South Building, United States Department of Agriculture, Washington, D. C.

The purchasing officers of the various Bureaus and agencies of the Department of Agriculture buy some of their supplies direct from General Schedule of Supply contractors. Others are purchased through contracts or in the open market. Concerns manufacturing or purveying specialized items may deal direct with these Bureau purchasing officers with respect to the set-up of transactions. On stores items, however, these officers place their orders with the Central Supply Section of the Division of Purchases, Sales, and Traffic of the Department, which thus exercises a control over all Department purchases.

On some items, the distinction between purchases by the Division of Purchases, Sales, and Traffic is an arbitrary one, fixed by the department, which has authorized the delegation of considerable purchasing power to the field agencies. For example, agencies in the field can buy horse-drawn vehicles locally or direct; but motor vehicles are in all cases purchased only by headquarters.

A list of the principal purchasing offices in Washington, D. C., follows:

Division of Purchases, Sales, and Traffic, Room 1870, Agriculture South Building, Washington, D. C.	Purchases and Property, Bureau of Entomology and Plant Quarantine, Room 5832, Agriculture South Building.
Purchasing Officer, Agriculture Adjustment Administration, Room 1973, Agriculture South Building.	Central Supply Section, Room 1905, Agriculture South Building.
Purchasing Officer, Farm Credit Administration, 1300 E Street NW.	Property and Supply Section, Bureau of Animal Industry, Room 402, Agriculture East Administration Building.
Procurement Officer, Bureau of Agricultural Economics, Room 3429, Agriculture South Building.	Purchasing Section, Farm Security Administration, 1320 G Street NW.
Bureau of Dairy Industry, Room 2953, Agriculture South Building.	Procurement Officer, Forest Service, 908 Independence Avenue.
Purchasing Officer, Main Library, Room 1051, Agriculture South Building.	Procurement Contracts and Space Section, Soil Conservation Service, Room 439, Standard Oil Building, Pennsylvania Avenue at Third Street NW.
Purchasing Officer, Bureau of Plant Industry, Room 23, Agriculture West Administration Building.	National Agricultural Research Center, Beltsville, Md.
Purchasing Officer, Rural Electrification, Connecticut and Rhode Island Avenue.	
Purchasing Agent, Bureau of Agricultural Chemistry and Engineering, Room 4302, Agriculture South Building.	

The Surplus Marketing Administration, Temporary Building No. 2, Nineteenth and C Streets NW., Washington, D. C., which includes the former Federal Surplus Commodities Corporation, purchases surplus food and clothing for distribution throughout the United States.

### Bureau Branch Purchasing Offices

#### Bureau of Dairy Industry:

Iberia Livestock Experiment Farm, Jeanerette, La.  
United States Northern Great Plains Dairy Station, Mandan, N. Dak.  
Woodward Dairy Field Station, Woodward, Okla.  
Dairying and Livestock Experiment Station, Lewisburg, Tenn.  
Hatch Dairy Experiment Station, Oakwood, Mo.  
Huntley Field Station, Huntley, Mont.  
Sandhill Experiment Station, Columbia, S. C.

#### Bureau of Entomology and Plant Quarantine:

Gypsy Moth Control, 20 Sanderson St., Greenfield, Mass.  
Dutch Elm Disease Eradication, Glenwood Avenue and Henry Street, Bloomfield, N. J.  
Pink Bollworm Control, 1602 E. Houston Street, San Antonio, Tex.  
Mexican Fruit Fly Control, 503 Rio Grande National Life Building, Harlingen, Tex.  
Blister Rust Control, 206 Federal Building, Cambridge, Mass.  
Blister Rust Control, 618 Realty Building, Spokane, Wash.  
Blister Rust Control, U. S. Appraisers Building, Milwaukee, Wis.  
Phony Peach and Peach Mosaic Eradication, 410 National Standard Building, Little Rock, Ark.  
Blister Rust Control, 804 Grace American Building, Richmond, Va.  
Blister Rust Control, 610 Syndicate Building, Oakland, Calif.  
Barberry Eradication, 170 Federal Office Building, Minneapolis, Minn.  
Grasshopper Control, 707 Thorpe Building, Minneapolis, Minn.  
Mormon Cricket Control, 702 New House Building, Salt Lake City, Utah.  
White-fringed Beetle Control, Florida, Ala.

#### Office of Experiment Stations:

Agricultural Experiment Station, Mayaguez, P. R.  
Agricultural Experiment Station, Honolulu, T. H.

### Farm Security Administration (Address Mail to Regional Supply Depot):

County Courthouse Building, Sixth Floor, Milwaukee, Wis.  
 Marott Building, 342 Massachusetts Avenue, Indianapolis, Ind.  
 Faircloth Building, 227 South Edenton Street, Raleigh, N. C.  
 1216 Bell Building, 215 Monroe Street, Montgomery, Ala.  
 Donaghey Trust Building, Main and Seventh Streets, Little Rock, Ark.  
 Union Terminal Building, 901 North 17th Street, Lincoln, Nebr.  
 Chevrolet Building, 3221 Commerce Street, Dallas, Tex.  
 227 Wells Fargo Building, 85 Second Street, San Francisco, Calif.  
 Insurance Exchange Building, 810 Fourteenth Street, Denver, Colo.  
 233 Terminal Sales Building, 1220 SW Morrison Street, Portland, Oreg.  
 Amarillo Building, Third and Polk Streets, Amarillo, Tex.  
 Upper Darby, Pa.

### Soil Conservation Service (Address Mail to Regional Procurement Officer):

Williamsport, Pa.	Spartanburg, S. C.
Dayton, Ohio.	Fort Worth, Tex.
Des Moines, Iowa	Amarillo, Tex.
Salina, Kans.	Albuquerque, N. Mex.
Rapid City, S. Dak.	Santa Paula, Calif.
Spokane, Wash.	

### Forest Service:

Supply Officer, Region 1, Missoula, Mont.  
 Supply Officer, Region 2, Denver, Colo.  
 Supply Officer, Region 3, Albuquerque, N. Mex.  
 Supply Officer, Region 4, Ogden, Utah.  
 Supply Officer, Region 5, San Francisco, Calif.  
 Supply Officer, Region 6, Portland, Oreg.  
 Supply Officer, Region 7, Victor Building, Washington, D. C.  
 Supply Officer, Region 8, Atlanta, Ga.  
 Supply Officer, Region 9, Milwaukee, Wis.  
 Supply Officer, Region 10, Juneau, Alaska.  
 Allegheny Forest and Range Experiment Station, 3437 Woodland Avenue, Philadelphia, Pa.  
 Appalachian Forest and Range Experiment Station, Federal Building, Asheville, N. C.  
 California Forest and Range Experiment Station, 331 Giannini Hall, Berkeley, Calif.  
 Central States Forest and Range Experiment Station, Columbus, Ohio.  
 Intermountain Forest and Range Experiment Station, Forest Service Building, Ogden, Utah.  
 Lake States Forest and Range Experiment Station, University Farm, St. Paul, Minn.  
 Northeastern Forest and Range Experiment Station, New Haven, Conn.  
 Northern Rocky Mountain Forest and Range Experiment Station, Federal Building, Missoula, Mont.  
 Pacific Northwest Forest and Range Experiment Station, 423 United States Courthouse, Portland, Oreg.  
 Southern Forest and Range Experiment Station, 348 Baronne Street, New Orleans, La.  
 Southwestern Forest and Range Experiment Station, Agricultural Building, University of Arizona, Tucson, Ariz.  
 Santa Rita Experiment Range, Tucson, Ariz.  
 Jornada Experimental Range, Las Cruces, N. Mex.  
 Forest Products Laboratory, Madison, Wis.  
 Forest Supply Service Depot, Government Island, Oakland, Calif.

### Farm Security Administration

Purchases exceeding \$1,000 are made through the Division of Purchases, Sales, and Traffic, of the Department of Agriculture. Purchases up to \$1,000 are made by the Farm Security Administration, and mostly in the field. All strictly local purchases are limited, without bids, to \$100.

On purchases of trailers as temporary homes for defense laborers, the invitations to bid are sent out by the Defense Coordinator and the contracts are executed by Farm Security. Purchases of automobiles and trucks are approved in Washington, and the contracts are executed by the Division of Purchases, Sales, and Traffic.

No separate mailing list is kept by Farm Security; use is made of the lists of the Department. Field offices maintain small local mailing lists. Specifications used are those of the Department of Agriculture or regular Government specifications.

Farm Security Administration is prepared to build dormitories and hotels for defense use under a special \$5,000,000 appropriation.

### Department of Commerce

Principal purchasing agencies of the Department of Commerce, for specialized purchasing, are as follows:

#### Bureau of the Census:

Chief Clerk's Office. (All procurements are made under existing Procurement Division contracts, and in the open market when the purchase does not exceed \$100. Purchases exceeding \$100 are referred to the Procurement Division of the Treasury Department for appropriate action.)

#### Civil Aeronautics Administration:

Office Service Division, Commerce Building, Fourteenth and Constitution Avenue, Washington, D. C. (Except automotive and special equipment exceeding \$100, excluding technical equipment and aids to navigation, and the moving of the household effects of Washington personnel, all of which are handled by the Procurement Division of the Treasury Department.)

#### REGIONAL MANAGERS:

LaGuardia Field, Jackson Heights, Long Island, N. Y.	City Hall Building, Kansas City, Mo.
P. O. Box 4327, Atlanta, Ga.	1508 Fourth Street, Santa Monica, Calif.
1204 New Post Office Building, Chicago, Ill.	King's County Airport, Seattle, Wash.
P. O. Box 1689, Fort Worth, Tex.	Superintendent of Airways, Anchorage, Alaska.

#### Weather Bureau:

Chief of Supplies, Twenty-fourth and M Streets NW., Washington, D. C.

Division of Purchases and Sales, Commerce Building, purchases for: Bureau of Foreign and Domestic Commerce. Secretary's Office. Bureau of Marine Inspection and Navigation. Patent Office.

Coast and Geodetic Survey (except for construction of and repairs to vessels, which are contracted for direct by the Bureau).

National Bureau of Standards (stationery and office supplies only; technical and laboratory equipment purchased direct by Purchase Section of the Bureau).

### Department of the Interior

The same method of purchasing which the other main departments of the Federal Government follow is employed by the Department of the Interior. That is, standardized items of equipment and supplies, which are listed, purchased, or stored by the Procurement Division, are purchased through them. However, a number of Government agencies, formerly set up independently, but now a part of the Interior

Department as a result of the Reorganization Plan, can purchase either through the Purchasing Officer of the Department of the Interior or direct from the Procurement Division.

The chief purchasing offices, besides the Purchasing Office of the Department of the Interior which is located in Room 2661, New Interior Building, Washington, D. C., are as follows:

#### In Washington, D. C.:

Chief, Procurement Service, National Park Service, Public Buildings Branch, South Interior Building, Washington, D. C.  
 Purchasing Agent, Bureau of Insular Affairs, Navy Building, Washington, D. C.  
 Purchasing Officer, Migratory Bird Commission, Interior Building, Washington, D. C.  
 Chief Clerk, Geological Survey, 523 New Interior Building, Washington, D. C.

Purchasing Officer, Fish and Wildlife Service, 3341 Agriculture South Building, Washington, D. C.  
 Purchasing Officer, Mount Rushmore National Memorial Commission, Interior Building, Washington, D. C.  
 Chief Supervisor of Construction, Department of the Interior, Washington, D. C.  
 Chief Clerk, Bureau of Mines, Interior Building, Washington, D. C.

#### Principal Purchasing Offices in Other Cities:

Superintendent, United States Indian Warehouse, 615 West Pershing Road, Chicago, Ill.  
 Superintendent, United States Indian Warehouse, Room 23, Appraisers Building, San Francisco, Calif.  
 Superintendent, United States Indian Warehouse, 419 South Twelfth Street, St. Louis, Mo.  
 Chief, Procurement Section, National Park Service, Department of the Interior, New Post Office Building, Portland, Ore.

Purchasing Officer, The Bonneville Project, Portland, Ore.  
 Purchasing Officer, Consolidated Purchasing and Shipping Unit (Alaska Railroad), Federal Building, Seattle, Wash.  
 Superintendent of Hotels, Commissary and Stores, Department of the Interior, Anchorage, Alaska.  
 Purchasing Agent, Territory of Puerto Rico, 17 Battery Place, New York, N. Y.

The many regional offices of the Department throughout the United States are available for limited local purchases, without bids, in the open market.

Some subsidiary purchasing offices are listed below:

#### Fish and Wildlife Service (Address Mail—Regional Director):

1140 Park Square Building, Boston, Mass.  
 1013 Glenn Building, Atlanta, Ga.  
 402 Federal Building (P. O. Box 1306), Albuquerque, N. Mex.  
 404 United States Courthouse, Portland, Ore.  
 500 National Building, Minneapolis, Minn.

These offices can purchase in the open market, without bids, up to \$500.

#### Additional Purchasing Offices

#### Division of Territories and Island Possessions

##### Alaska:

Purchasing Agent, Consolidated Purchasing and Shipping Unit, Federal Office Building, Seattle, Wash.  
 Secretary to the Governor, Juneau, Alaska.

#### The Alaska Railroad:

General Manager, Anchorage, Alaska.  
 Superintendent of Hotels, Commissary, and Stores, Anchorage, Alaska.

#### Alaska Road Commission:

Chief Engineer, Juneau, Alaska.  
 Superintendent, Anchorage, Alaska.  
 Superintendent, Chitina, Alaska.

Superintendent, Nome, Alaska.  
 Superintendent, Valdez, Alaska.  
 Assistant Engineer, Takotna, Alaska.

#### Hawaii:

Secretary of Hawaii and Special Disbursing Agent, Honolulu, T. H.

#### Puerto Rico:

Purchasing Agent for the Insular Government, 17 Battery Place, New York, N. Y.  
 Purchasing Officer, San Juan, P. R.  
 Purchasing Clerk, University Hospital, San Juan, P. R.  
 Dean of Administration, University of Puerto Rico, Rio Piedras, P. R.  
 Director, Agricultural Experiment Station, College of Agriculture and Mechanic Arts, Mayaguez, P. R.  
 Finance Officer, Agricultural Experiment Station, College of Agriculture and Mechanic Arts, Mayaguez, P. R.

#### Grazing Service:

Director, New Interior Building, Washington, D. C.  
 Supervisor, Civilian Conservation Corps, New Interior Building, Washington, D. C.  
 Administrative Assistant, Civilian Conservation Corps, New Interior Building, Washington, D. C.  
 Chief, Range Operations, 241 Federal Building, Salt Lake City, Utah.  
 Chief, Range Surveys, Federal Building, Salt Lake City, Utah.  
 Chief, Range Improvements, Federal Building, Salt Lake City, Utah.  
 Officer in Charge of Hearings, Federal Building, Salt Lake City, Utah.  
 Range Examiner, Federal Building, Salt Lake City, Utah.  
 Assistant Range Examiner, P. O. Box 429, Reno, Nev.

Regional Grazier:  
 P. O. Box 1740, Salt Lake City, Utah.  
 P. O. Box 429, Reno, Nev.  
 709 Idaho Street, Boise, Idaho.  
 P. O. Box 1776, Billings, Mont.  
 P. O. Box 575, Albuquerque, N. Mex.  
 P. O. Box 157, Grand Junction, Colo.  
 803 Security Building, Phoenix, Ariz.  
 P. O. Box 588, Rawlins, Wyo.

#### Grazier:

Lakeview, Ore.  
 Burns, Ga.  
 Green River, Wyo.

#### Principal Fiscal Accounting Clerk:

Albuquerque, N. Mex.  
 Reno, Nev.  
 Salt Lake City, Utah.

#### General Land Office:

Assistant to the Commissioner, New Interior Building, Washington, D. C.  
 Supervisor of Surveys, Federal Building, Denver, Colo.  
 Associate Supervisor of Surveys, New Interior Building, Washington, D. C.

District Cadastral Engineer:  
 Juneau, Alaska.  
 Glendale, Calif.  
 Denver, Colo.  
 Boise, Idaho.  
 Helena, Mont.  
 Santa Fe, N. Mex.  
 Portland, Ore.  
 Salt Lake City, Utah.

**Bureau of Indian Affairs:**

Finance Officer, New Interior Building, Washington, D. C.  
 Chief Supervisor of Construction, New Interior Building, Washington, D. C.  
 Supervising Construction Engineer:  
 Albuquerque, N. Mex.  
 Fratt Bldg., Billings, Mont.  
 Care of Five Civilized Tribes Agency, Muskogee, Okla.  
 Supervisor of Trade and Industrial Training, Education Division, New Interior Building, Washington, D. C.  
 Director, Extension Division, New Interior Building, Washington, D. C.  
 Director, Forestry Division, New Interior Building, Washington, D. C.  
 Director, Health Division, New Interior Building, Washington, D. C.  
 Chief Pharmacist, Health Division, New Interior Building, Washington, D. C.  
 Assistant to the Commissioner, Indian Organization, New Interior Building, Washington, D. C.  
 Director, Irrigation Division, New Interior Building, Washington, D. C.  
 Director, Land Office, New Interior Building, Washington, D. C.  
 Director of Highways, Roads Division, New Interior Building, Washington, D. C.

**Field Offices of Forestry Division (Address Mail to Regional Forester):**

424 Federal Building, Spokane, Wash.  
 224 Fratt Building, Billings, Mont.  
 171 Federal Office Building, Minneapolis, Minn.  
 507 Federal Building, Salt Lake City, Utah.  
 719 Security Building, Phoenix, Ariz.

**Field Offices of Irrigation Division:**

Supervising Engineer, Irrigation Office:  
 Fratt Building, Billings, Mont.  
 Eighth and Figueroa, Los Angeles, Calif.  
 Wells Fargo Building, San Francisco, Calif.  
 Key Building, Oklahoma City, Okla.  
 Special Disbursing Agent, Irrigation Project:  
 Wapato, Wash.  
 St. Ignatius, Mont.  
 Coolidge, Ariz.

**Field Offices of Roads Division (Address Mail to District Highway Engineer):**

171 Federal Office Building, Minneapolis, Minn.  
 520 Security Building, Phoenix, Ariz.  
 310 Fratt Building, Billings, Mont.  
 520 Key Building, Oklahoma City, Okla.  
 414 Federal Building, Spokane, Wash.

**Indian Agencies (Address Superintendent):**

Blackfeet Agency, Browning, Mont.  
 Carson Agency, Stewart, Nev.  
 Cherokee Agency, Cherokee, N. C.  
 Cheyenne and Arapaho Agency, Concho, Okla.  
 Cheyenne River Agency, Cheyenne Agency, S. Dak.  
 Chillicothe School, Chillicothe, Okla.  
 Choctaw Agency, Philadelphia, Miss.  
 Choctaw-Chickasaw Sanatorium, Tahleah, Okla.  
 Claremore Hospital, Claremore, Okla.  
 Colorado River Agency, Parker, Ariz.  
 Colville Agency, Nespelem, Wash.  
 Consolidated Chippewa Agency, Duluth, Minn.  
 Consolidated Ute Agency, Ignacio, Colo.  
 Crow Agency, Crow Agency, Mont.  
 Crow Creek Agency, Fort Thompson, S. Dak.  
 Five Civilized Tribes Agency, Muskogee, Okla.  
 Flandreau School, Flandreau, S. Dak.  
 Flathead Agency, Dixon, Mont.  
 Fort Apache Agency, White River, Ariz.  
 Fort Belknap Agency, Harlem, Mont.  
 Fort Berthold Agency, Elbowoods, N. Dak.  
 Fort Hall Agency, Fort Hall, Idaho.  
 Fort Peck Agency, Poplar, Mont.  
 Fort Totten Agency, Fort Totten, N. Dak.  
 Great Lakes Agency, Ashland, Wis.  
 Haskell Institute, Lawrence, Kans.  
 Hoopa Valley Agency, Eureka, Calif.  
 Hopi Agency, Kears Canyon, Ariz.  
 Jicarilla Agency, Dulce, N. Mex.  
 Keshena Agency, Keshena, Wis.  
 Kiowa Agency, Anadarko, Okla.  
 Klamath Agency, Klamath Agency, Oreg.

Manager, Menominee Mills, Neopit, Wis.  
 Mescalero Agency, Mescalero, N. Mex.  
 Mission Agency, Riverside, Calif.  
 Special agent in charge of New York Agency, Salamanca, N. Y.  
 Northern Idaho Agency, Lapwai, Idaho.  
 Osage Agency, Pawhuska, Okla.  
 Paiute Agency, Cedar City, Utah.  
 Pawnee Agency, Pawnee, Okla.  
 Phoenix School, Phoenix, Ariz.  
 Phoenix Sanatorium, Phoenix, Ariz.  
 Pierre School, Pierre, S. Dak.  
 Pima Agency, Sacaton, Ariz.  
 Pine Ridge Agency, Pine Ridge, S. Dak.  
 Pipestone School, Pipestone, Minn.  
 Potawatomi Agency, Horton, Kans.  
 Quapaw Agency, Miami, Okla.  
 Red Lake Agency, Red Lake, Minn.  
 Rocky Boy's Agency, Rocky Boy, Mont.  
 Rosebud Agency, Rosebud, S. Dak.  
 Sac and Fox Sanatorium, Toledo, Iowa.  
 Sacramento Agency, Sacramento, Calif.  
 Salem School, Chemawa, Oreg.  
 San Carlos Agency, San Carlos, Ariz.  
 San Xavier Sanatorium, Tucson, Ariz.  
 Sells Agency, Sells, Ariz.  
 Seminole Agency, Dania, Fla.  
 Sequoyah Training School, Tahlequah, Okla.  
 Shawnee Agency, Shawnee, Okla.  
 Shawnee Sanatorium, Shawnee, Okla.  
 Sherman Institute, Riverside, Calif.  
 Sisseton Agency, Sisseton, S. Dak.  
 Standing Rock, Fort Yates, N. Dak.  
 Tacoma Hospital, Tacoma, Wash.  
 Taholah Agency, Hoquiam, Wash.  
 Tomah Agency, Tomah, Wis.  
 Tongue River Agency, Lame Deer, Mont.  
 Truston Canon Agency, Valentine, Ariz.  
 Tulalip Agency, Tulalip, Wash.  
 Turtle Mountain Agency, Belcourt, N. Dak.  
 Uintau and Ouray Agency, Fort Duchesne, Utah.  
 Unatilla Agency, Pendleton, Oreg.  
 United Pueblos Agency, Albuquerque, N. Mex.  
 Wahpeton School, Wahpeton, N. Dak.  
 Warm Springs Agency, Warm Springs, Oreg.  
 Western Shoshone Agency, Owyhee, Nev.  
 Wind River Agency, Fort Washakie, Wyo.  
 Winnebago Agency, Winnebago, Nebr.  
 Yakima Agency, Toppenish, Wash.

**Special Disbursing Agents:**

Cashier, Five Civilized Tribes, Muskogee, Okla.  
 Chief Clerk, Consolidated Chippewa Agency, Duluth, Minn.  
 Senior Clerk, Osage Agency, Pawhuska, Okla.  
 Chief Clerk, Carson Agency, Stewart, Nev.  
 Senior Clerk, Navajo Agency, Navajo Agency, Ariz.  
 Chief Clerk, United Pueblos Agency, Albuquerque, N. Mex.  
 Senior Clerk, San Carlos Agency, San Carlos, Ariz.

**Indian Emergency Conservation Work:**

Director, New Interior Building, Washington, D. C.  
 General Production Supervisor, New Interior Building, Washington, D. C.  
 Associate Director, New Interior Building, Washington, D. C.  
 Associate Forester, New Interior Building, Washington, D. C.  
 Coordinating Officer, 310 Fratt Building, Billings, Mont.  
 Associate Forester Engineer, 424 Federal Building, Spokane, Wash.  
 Associate Forester, Salt Lake City, Utah.  
 Production Coordinating Officer, 171 Federal Office Building, Minneapolis, Minn.  
 Coordinating Officer, 412 West Gold Avenue, Albuquerque, N. Mex.  
 Senior Conservationist, 118 South Central Avenue, Phoenix, Ariz.  
 Conservationist, 419 Braniff Building, Oklahoma City, Okla.

**Bureau of Mines:**

Chief Clerk, New Interior Building, Washington, D. C.  
 Supervising Engineer:  
 Mining Experiment Station:  
 Tuscaloosa, Ala.  
 Tucson, Ariz.  
 Berkeley, Calif.  
 Minneapolis, Minn.  
 Rolla, Mo.  
 Reno, Nev.  
 Salt Lake City, Utah.  
 Seattle, Wash.  
 Coal Division Field Office, Golden, Colo.  
 Helium Production Plant, Amarillo, Tex.

Superintendent Mining Experiment Station, College Park, Md.  
 Engineer in Charge, Electrometallurgical Laboratory, Boulder City, Nev.  
 Assistant to Superintendent, Pittsburgh Experiment Station, 4800 Forbes Street,  
 Pittsburgh, Pa.

**Supervising Engineer:**

Petroleum Field Office, 506 Customhouse, San Francisco, Calif.  
 Petroleum Experiment Station:  
 Bartlesville, Okla.  
 551 Federal Building, Dallas, Tex.  
 Laramie, Wyo.

**National Park Service:**

Chief, Procurement Section, Branch of Buildings Management, Room 5508  
 New Interior Building, Washington, D. C.

For following, address—Superintendent:

**Park:**

Abraham Lincoln, Hodgenville, Ky.  
 Acadia, Bar Harbor, Maine.  
 Bryce Canyon, Zion National Park,  
 Utah.  
 Carlsbad Caverns, Carlsbad, N. Mex.  
 Crater Lake, Crater Lake, Oreg.  
 Fort McHenry, Baltimore, Md.  
 General Grant, General Grant National  
 Park, Calif.  
 Glacier, Belton, Mont.  
 Grand Canyon, Grand Canyon, Ariz.  
 Grand Teton, Mosse, Teton County,  
 Wyo.  
 Great Smoky Mountains, Gatlinburg,  
 Tenn.  
 Hawaii, Hawaii National Park, T. H.  
 Hot Springs, Hot Springs National  
 Park, Ark.  
 Isle Royale, Houghton, Mich.

**Bureau of Reclamation:**

Purchasing Agent, United States Customhouse, Denver, Colo.

For following projects, address—Chief Clerk:

*Project*

All-American Canal, Yuma, Ariz.  
 Belle Fourche, Newell, S. Dak.  
 Boise, Boise, Idaho.  
 Boulder Dam and Power Plant, Boulder  
 City, Nev.  
 Buffalo Rapids, Glendive, Mont.  
 Carlsbad, Carlsbad, N. Mex.  
 Central Valley, Sacramento, Calif.  
 Kennett Division (Shasta Dam), Red-  
 ding, Calif.  
 Colorado-Big Thompson, Denver, Colo.  
 Colorado River, Austin, Tex.  
 Columbia Basin, Coulee Dam, Wash.  
 Deschutes, Bend, Oreg.  
 Fruit Grower's Dam, Montrose, Colo.  
 Gila, Yuma, Ariz.  
 Grand Valley, Grand Junction, Colo.  
 Humboldt, Lovelock, Nev.  
 Kendrick, Casper, Wyo.  
 Klamath, Klamath Falls, Oreg.  
 Milk River, Malte, Mont.  
 Fresno Dam, Havre, Mont.  
 Minidoka, Burley, Idaho.  
 Moon Lake, Duchesne, Utah.  
 North Platte, Guernsey, Wyo.  
 Orland, Orland, Calif.

**Park:**

Lassen Volcanic, Mineral, Calif.  
 Mammoth Cave (Proposed), Mammoth  
 Cave, Ky.  
 Mesa Verde, Mesa Verde National  
 Park, Colo.  
 Mount McKinley, McKinley Park,  
 Alaska.  
 Mount Rainier, Longmire, Wash.  
 Olympic National Park, Port Angeles,  
 Wash.  
 Platt, Sulphur, Okla.  
 Rocky Mountain, Estes Park, Colo.  
 Sequoia, Sequoia National Park, Calif.  
 Shenandoah, Luray, Va.  
 Wind Cave, Hot Springs, S. Dak.  
 Yellowstone, Yellowstone Park, Wyo.  
 Yosemite, Yosemite National Park,  
 Calif.  
 Zion, Zion National Park, Utah.

*Project*

Owyhee, Boise, Idaho.  
 Parker Dam, Parker Dam, Calif.  
 Pine River, Bayfield, Colo.  
 Provo River, Provo, Utah.  
 Rio Grande, El Paso, Tex.  
 Riverton, Riverton, Wyo.  
 Elephant Butte Power Plant, Engle,  
 N. Mex.  
 Salt River, Phoenix, Ariz.  
 Sanpete, Provo, Utah.  
 Shoshone, Powell, Wyo.  
 Heart Mountain Division, Cody, Wyo.  
 Sun River, Greenfields Division, Fair-  
 field, Mont.  
 Truckee River Storage, Reno, Nev.  
 Umastilla (McKay Dam), Pendleton,  
 Oreg.  
 Uncompahgre: Repairs to Canals, Mont-  
 rose, Colo.  
 Upper Snake River Storage, Ashton,  
 Idaho.  
 Vale, Vale, Oreg.  
 Yakima, Yakima, Wash.  
 Roza Division, Yakima, Wash.  
 Yuma, Yuma, Ariz.

## Department of Justice

The Department of Justice maintains a Division of Supplies and Printing, Room 1211, Justice Building, Washington, D. C., for routine purchases necessary for the administration of that Department, and for other specialized purchases, such as those of the Bureau of Immigration and Naturalization. Some autonomy is given this Bureau in purchases, such as providing for meals of persons detained at Ellis Island, N. Y. This Division maintains its own mailing list. Purchases are made for the Bureau of Immigration and Naturalization according to its own specification of some items. These specifications are available to bidders from the above-named office.

United States attorneys have authority to invite local bids for the printing of briefs and records, but contracts are executed in Washington and signed by the Attorney General, on recommendation of the Division of Supplies and Printing.

United States marshals also have limited authority to make purchases necessary for the performance of their duties.

The Department of Justice also has a Purchase and Contract Section of the Bureau of Prisons, Room 4742, Justice Building, which coordinates the purchasing of the various penal institutions listed below. Many requisitions for supplies and equipment, especially those bought from the General Schedule of Supplies, are filled by this office, but wardens and superintendents of penal institutions have authority under the law to purchase locally. Practically all perishables are purchased locally. Each institution maintains its own mailing list of firms wishing to receive invitations to bid, and firms which do not acknowledge invitations are usually dropped from the list.

Local purchasing offices for the purpose of procuring items of a perishable or local nature are located at the following institutions:

**Penitentiaries (Address Mail to Warden):**

**U. S. Penitentiary:**

Alcatraz, Calif.  
 Atlanta, Ga.  
 Terre Haute, Ind.  
 Fort Leavenworth, Kans.  
 Annex, Fort Leavenworth, Kans.  
 Lewisburg, Pa.  
 McNeil Island, Wash.

**Reformatories (Address Mail to Warden):**

**Federal Reformatory:**

Chillicothe, Ohio.  
 El Reno, Okla.  
 Petersburg, Va.  
 For Women:  
 Seagoville, Tex.  
 Alderson, W. Va.

**Detention Headquarters (Address Mail to Warden):**

**Federal Detention Headquarters:**

427 West Street, New York, N. Y.  
 420 Esplanade, New Orleans, La.

**Correctional Institutions (Address Mail to Warden):**

Federal Correctional Institution:  
Terminal Island, Calif.  
Englewood, Colo.  
Danbury, Conn.  
Tallahassee, Fla.  
Ashland, Ky.  
Milan, Mich.  
La Tuna, Tex.  
Texarkana, Tex.

**Hospitals (Address Mail to Warden):**

Medical Center for Federal Prisoners:  
Springfield, Mo.  
Sandstone, Minn.

**Camps (Address Mail to Superintendent):**

Federal Prison Camp:  
Montgomery, Ala.  
Tucson, Ariz.  
Kooskia, Idaho.  
Dupont, Wash.  
Mill Point, W. Va.

**Training School:**

Superintendent, National Training School for Boys, Bladensburg Road NE,  
Washington, D. C.

**Department of Labor**

The Department of Labor does most of its purchasing through the Procurement Division, in the same way as other departments. Specialized materials, necessary to its administrative work, are purchased through the Division of Publications and Supplies, located in the Department of Labor Building, Washington, D. C.

This Division gets out bids on special items and maintains a mailing list for invitations to bid. Firms wishing to be placed on this list should write to the Division of Publications and Supplies, describing material they wish to supply. Repeated failure to bid will cause a firm to be dropped from the list at the option of the Division.

**NOTE.**—Contracts by Government agencies amounting to \$10,000 or more must be reported to the Division of Public Contracts, under the Walsh-Healy Public Contracts Act of September 28, 1936.

**Post Office Department**

Because of the specialized nature of much of its equipment, the Post Office Department does not buy as much through the Procurement Division as do most of the regular Government departments. The Department maintains its Purchasing Agent and Director of Building Operations and Supplies in Room 3334, Post Office Building (Twelfth Street and Pennsylvania Avenue NW., Washington, D. C.). This office also supplies envelopes for all Federal departments and independent organizations. The Purchasing Office is at present responsible for the operation of all post offices throughout the country.

**Department of State**

Most of the requirements of the Department of State are filled through the Procurement Division, but for specialized items needed for the administration of the various activities of the Department,

the following purchasing offices have been set up, all of which are in the Department of State Building, Washington, D. C., except the Foreign Buildings Office, which is in the Metropolitan Club, Washington, D. C.:

Office of the Director of Personnel. Supply Unit.  
Division of Foreign Buildings Administration. Foreign Buildings Office.

**Treasury Department**

In addition to the Procurement Division, which is, in effect, a general purchasing agent of the Government, the Treasury Department has set up purchasing agents in the following:

**Bureau of Engraving and Printing.**—Purchase, Storage, and Issue Division buys standardized items from the General Schedule of Supplies, but also purchases some items direct, such as stock for paper money, printing machinery, and engraving equipment and supplies. The Bureau has a Research and Development Engineering division which draws specifications for special items.

**Bureau of the Mint.**—Buys some special items direct, under supervision of the Chief Clerk of the Treasury. Located in the Treasury Department Building, Washington, D. C.

**Alcohol Tax Unit.**—Limited amount of special-item purchasing done by chief clerk. Located in the Internal Revenue Building, Washington, D. C.

**United States Coast Guard** has a purchasing officer in Washington (Fourteenth and Water Streets NW.). For general information regarding purchases, inquiries should be addressed to:

The Chief Procurement Officer, United States Coast Guard, Procurement Section, Washington, D. C., or to The Purchasing Officer, Coast Guard Store, Twenty-ninth Street and Third Avenue, Brooklyn, New York.

District offices of the Coast Guard which buy for the Lighthouse Service are:

**District Offices (Address Mail to Superintendent of Lighthouses):**

First: South Portland, Maine, 259 High Street.  
Second: Chelsea, Mass., 37 Marginal Street.  
Third: Staten Island, N. Y., Lighthouse Depot.  
Fourth: Philadelphia, Pa., 893 New Customhouse, Second and Chestnut Streets.  
Fifth: Norfolk, Va., 420 Federal Building, P. O. Box 420.  
Sixth: Charleston, S. C., Lighthouse Depot, Tradd Street.  
Seventh: Key West, Fla., Corner Whitehead and Front Streets.  
Eighth: New Orleans, La., 327 Customhouse, 423 Canal Street.  
Ninth: San Juan, Puerto Rico, Lighthouse Depot, Old Arsenal Marina.  
Tenth: Buffalo, N. Y., 305 Old Post Office Building.  
Eleventh: Detroit, Mich., 3760 East Jefferson Avenue.  
Twelfth: Milwaukee, Wis., 532 Post Office Building.  
Fifteenth: St. Louis, Mo., 1006 United States Courthouse and Customhouse Building.  
Sixteenth: Ketchikan, Alaska, Federal Building.  
Seventeenth: Portland, Oreg., 301 Customhouse Building.  
Eighteenth: San Francisco, Calif., 425 Customhouse Building.  
Nineteenth: Honolulu, T. H., 201 Federal Building.

**Bureau of Public Health Service: Purchasing Offices:**

Chief, Supply Section, Hospital Division, Nineteenth and Constitution Avenue NW., Washington, D. C. Address mail to Medical Officer in Charge:

Remington Avenue and Wyman Park Drive, Baltimore, Md.  
 Carville, La. (Public Health Service Leprosarium). Freight and Express Address: St. Gabriel, La.  
 Windmill Pointe, Detroit, Mich.  
 2700 West Illinois Street, Evansville, Ind.  
 43d Street and Avenue North, Galveston, Tex.  
 Portland Avenue and Twenty-second Street, Louisville, Ky.  
 Delaware and California Streets, Memphis, Tenn.  
 Hampton Boulevard, Norfolk, Va.  
 331 Veranda Street, Portland, Maine.  
 Fourteenth Avenue and Lake Street, San Francisco, Calif.  
 Bay Street, Stapleton, N. Y. Freight Address: Clifton, Staten Island, N. Y.  
 Narcotic Farm, Lexington, Ky.  
 525 Couch Avenue, Kirkwood, Mo.  
 High Street, Chelsea, Boston, Mass.  
 2183 Main Street, Buffalo, N. Y.  
 4141 Clarendon Avenue, Chicago, Ill.  
 Fairmount Road and East One Hundred and Twenty-fourth Street, Cleveland, Ohio.  
 Ellis Island, N. Y.  
 Fort Stanton, N. Mex. (Tuberculosis Sanatorium). Freight and Express Address: Capitan, N. Mex.  
 Front and Emma Streets, Key West, Fla.  
 St. Anthony and Bayou Streets, Mobile, Ala.  
 210 State Street, New Orleans, La.  
 67 Hudson Street, New York, N. Y.  
 Fortieth Street and Penn Avenue, Pittsburgh, Pa.  
 3640 Marine Avenue, St. Louis, Mo.  
 York and Abercorn Streets, Savannah, Ga.  
 Judkins Street and Fourteenth Avenue South, Seattle, Wash.  
 Vineyard Haven, Mass.  
 Narcotic Farm, Fort Worth, Tex.

**Miscellaneous Government Agencies****Board of Governors of the Federal Reserve System**

Purchasing Office, Federal Reserve Building, Washington, D. C.

Buy from the Procurement Division as a matter of convenience, although not compelled to do so by law. No limit set for purchases without bids.

**Civil Service Commission**

Chief, Accounts and Maintenance Division, F at Eighth Street NW., Washington, D. C.

Buy through Procurement Division where possible, and in the open market up to \$25; otherwise on bids. Maintains its own mailing list of bidders and writes some of its own specifications.

**Columbia Hospital for Women**

Superintendent, Twenty-fifth and Pennsylvania Avenue NW., Washington, D. C.

Columbia Hospital is on land owned by the Federal Government, which also has title to the building. The Superintendent purchases direct, without reference to any Government purchasing office, except

that the Architect of the Capitol has a fund of \$5,000 which has been appropriated by Congress in recent years for repairs to the building. This fund is expended as needed, by the Architect, upon recommendation by the Superintendent of Columbia Hospital. All other purchases are made privately, on bids or in the open market, as the Superintendent may elect.

**Columbia Institution for the Deaf**

Business Manager, Seventh and Florida Avenue NE., Washington, D. C.

Columbia Institution for the Deaf receives an annual grant from the Federal Government, and this money is expended in accordance with Government regulations. Such items as are available are purchased through the Procurement Division of the Treasury; others are purchased elsewhere. Funds contributed by private donors to Columbia Institution are expended as the business manager sees fit; no formal mailing list is maintained. The Institution writes its own specifications for purchases made outside of the Procurement Division.

**Federal Communications Commission**

Chief, Service Division, Room 6146 New Post Office Building, Washington, D. C.

All purchasing is centralized in Washington, D. C. The Commission buys in open market without bids up to \$25. It maintains its own mailing list, and writes its own specifications for technical radio equipment.

**Federal Loan Agency**

The Federal Loan Agency, created by the President's Reorganization Plan No. 1, of April 25, 1939, includes the following agencies which have been established to improve conditions in industry and finance, and to promote business generally and the defense program in particular. Where purchasing is done by the organization, the title of the purchasing officer is listed in parentheses.

Disaster Loan Corporation, Federal Loan Agency Building, 811 Vermont Avenue, Washington, D. C.	Defense Plant Corporation, same address as above.
Electric Farm and Home Authority (Chief Clerk), same address as above.	Rubber Reserve Co., same address as above.
Export-Import Bank of Washington (Purchasing Officer), same address as above.	Metals Reserve Co., 811 Vermont Avenue NW., Washington, D. C.
Federal Home Loan Bank Board (Purchase and Supply Section), First Street and Indiana Avenue NW., Washington, D. C.	Defense Supplies Corporation, same address as above.
Home Owners Loan Corporation (Director, Purchases and Supplies), same address as above.	Federal Deposit Insurance Corporation, National Press Building, Washington, D. C.
Federal Savings and Loan Insurance Corporation, same address as above.	Federal Deposit Insurance Corporation, Washington Building, Washington, D. C.
Federal National Mortgage Association, 811 Vermont Avenue NW., Washington, D. C.	Federal Housing Administration (Purchasing and Property Officer, Procurement Section), 811 Vermont Avenue, Washington, D. C.
Reconstruction Finance Corporation (Chief Clerk), same address as above.	Defense Homes Corporation, same address as above.
	FTC Mortgage Co., same address as above.

Since the work of these agencies does not require the procurement of any great volume of material, they all purchase through the Procurement Division of the Treasury, except for a few special items. The purchasing offices which they do maintain, however, receive and transmit requisitions to the Procurement Division, and act as purchasing advisers to their respective agencies.

### Federal Power Commission

Purchase and Property Section, Federal Power Commission, Hurley-Wright Building, Washington, D. C.

Buys through the Procurement Division, where possible, and in the open market, without bids, up to \$50. Maintains its own mailing list of bidders and writes some specifications.

### Federal Security Agency

The Federal Security Agency consists of the Social Security Board; the Public Health Service; the Office of Education; the Federal Advisory Board for Vocational Education; the National Youth Administration; the Civilian Conservation Corps; and the Food and Drug Administration.

With two exceptions, these organizations make most of their purchases through the Procurement Division of the Treasury. The exceptions are the Public Health Service and the Civilian Conservation Corps. Even in the case of the Public Health Service, much of the purchasing is done by the various hospitals through the Procurement Division; but because of the fact that the purchasing of such material requires technical knowledge, the directors of the various hospitals receive information from concerns which wish to supply them, and use this information in fortifying themselves to purchase through the Procurement Division. A list of the hospitals may be obtained from the Federal Security Agency, Public Health Service, Nineteenth Street and Constitution Avenue, Washington, D. C.

The Purchasing Officer of the Social Security Board, Portland Building, Fourteenth Street and Vermont Avenue, Washington, D. C., makes administrative purchases. The Supply Division of the National Youth Administration, 2145 C Street NW., Washington, D. C., purchases through the Procurement Division for the Washington office and for regional offices of the organization. The American Printing House for the Blind, Louisville, Ky., purchases direct as a part of the Federal Security Agency.

Supplies and subsistence for the Civilian Conservation Corps are purchased by the Quartermaster Corps of the Army; but Civilian Conservation Corps camps on land controlled by the Interior Department buy tools and light equipment through the Purchasing Officer, Interior Department, Washington. Heavy equipment, however, is purchased through the Procurement Division. Field purchasing officers can buy up to \$300 without getting bids. Pacific coast needs are supplied through the Purchasing Officer, National Park Service, San Francisco, Calif. Civilian Conservation Corps camps on Reclamation projects buy through the Purchasing Officers, Customhouse, Denver, Colo.

### Federal Trade Commission

Chief, Supply Service Section, Room 607, Federal Trade Commission, Constitution Avenue at Sixth Street NW., Washington, D. C.

Buys most of its equipment from the Procurement Division. Buys in open market, without bids, up to \$50. Limited outside buying and writes some of its own specifications. Maintains a selected mailing list.

### Federal Works Agency

The Federal Works Agency includes the Work Projects Administration, the Public Works Administration, the Public Roads Administration, the United States Housing Authority, the Public Buildings Administration, and the Federal Fire Council.

Since these agencies negotiate and award contracts for construction projects, *most of the purchasing of material necessary for the completion of the contracts is done by the contractors themselves.*

*The Work Projects Administration*, although it does very little purchasing at the present time, has a Purchasing and Contracting Officer at 1729 New York Avenue NW., Washington, D. C.

*The Public Works Administration* is, as such, doing practically no purchasing at all, and probably will not do any in the future.

*The United States Housing Authority* has a Purchasing and Contracting Officer in Room 3312 North Interior Building, Washington, D. C.

*The Public Buildings Administration*, having in charge the placing of contracts for construction of all Post Offices and other Federal Buildings, with some exceptions, has purchasing offices in New York City and Boston, in addition to one for the National Park Service in the Interior Building, Washington, D. C., and the general purchasing and contracting office of the Federal Works Agency as a whole, also in the Interior Building, Washington, D. C. All of these agencies, however, place their contracts with private concerns, who buy their own requirements.

### General Accounting Office

Chief Clerk's Office, Fifth and F Streets, Washington, D. C.

All purchases are centralized in Washington, D. C. Buys in open market, without bids, up to \$50. Maintains its own mailing list and writes specifications.

### Government of the District of Columbia

Purchasing Officer, Room 316, District Building, Washington, D. C.

Buys through the Procurements Division where possible; otherwise in the open market up to \$100. Maintains its own mailing list of bidders and writes some of its own specifications.



## Government Printing Office

Director of Purchases, United States Government Printing Office,  
Washington, D. C.

Buys through the Procurement Division where possible; otherwise in the open market up to \$50. Maintains its own mailing list of bidders and writes some specifications. Bulk of purchases are outside Procurement Division.

## Interstate Commerce Commission

Purchasing Agent, Section of Supplies and Publications, Interstate Commerce Commission Building, Twelfth Street and Constitution Avenue NW., Washington, D. C.

Buys 90 percent of its equipment through the Procurement Division; otherwise in the open market, without bids up to \$50, except in an emergency. Purchases centralized in Washington, D. C. Maintains its own mailing list and writes specifications.

## Maritime Commission

The Maritime Commission is charged by Congress, under the Merchant Marine Act of 1936, with the building and development of our merchant shipping service and an auxiliary fleet for the Navy. It purchases everything needed in the constructing and outfitting of ships.

The Division of Purchase and Supply of the Commission, Fourteenth Street and Park Road NW., Washington, D. C., the main purchasing agency of the organization, has the authority to contract for and purchase materials and equipment of cargo vessels which are being built by the Commission under plans originally set forth in the Merchant Marine Act of 1936. In actual practice, however, the Commission contracts with shipbuilding yards for the ships needed, and these yards purchase the materials and built-in fixtures required to outfit them. The purchase of movable furnishings, such as chairs, tableware, and navigational instruments, remains in the hands of the Division of Purchase and Supply.

The division has four district offices, which make some local purchases and which perform their functions under the direction of the Washington office. They are located at 45 Broadway, New York, N. Y.; United States Maritime Terminal, Norfolk, Va.; Federal Office Building, New Orleans, La.; and 200 Bush Street, San Francisco, Calif. The officer in charge is designated District Purchasing Officer.

The program of the Commission was enlarged to provide for the construction of an emergency cargo fleet of 200 ships, purchases for which are under the jurisdiction of the Emergency Ship Construction Division of the Commission, Washington, D. C.

In addition to the purchases mentioned above, the Commission contracts for repairs to ships, listing in the invitations to bid whatever services and materials are needed.

The Commission makes up most of its own specifications, since the needs cannot always be met by the use of existing Government specifications.

Concerns wishing to receive invitations to bid should write to the Division of Purchase and Supply at Washington asking to be listed, and giving as complete information as possible regarding the products and services which they are prepared to furnish.

In the case of emergency needs and personal services, the Commission can buy without advertising for bids, but in all other cases the usual bidding procedure followed by Government organizations is followed.

## The National Archives

Chief, Division of Purchase and Supply, Room 107, the National Archives Building, Washington, D. C.

Makes some purchases through the Procurement Division. Maintains a mailing list of prospective bidders on special items.

## National Capital Park and Planning Commission

Secretary's Office, Landscape Architect, 7013 New Interior Building, Washington, D. C.

Buys through Procurement Division where possible; otherwise in the open market, without bids, up to \$50. Money is allotted to this Commission by the District Commissioners from the District of Columbia appropriation.

## National Labor Relations Board

Chief, Purchase and Supply Division, 1020 Vermont Avenue NW., Washington, D. C.

Purchases centralized in Washington, D. C. Buys from the Procurement Division, where possible; also in the open market, without bids, up to \$100.

## The Panama Canal

Chief of Office and General Purchase Officer, 1435 K Street NW., Washington, D. C.

Independent organization under the President, who is represented by the Secretary of War. Buys mostly for delivery at Isthmus. Maintains its own mailing list and writes few specifications, which are written mostly on the Isthmus. Makes purchases in the open market, without bids, up to \$500. Permitted to make emergency purchases under section 3709 of United States Statutes.

## Public Roads Administration

Willard Building, 515 Fourteenth Street NW., Washington, D. C.

Purchases are made through the Procurement Division. The Washington Office of the Public Roads Administration allots Federal money for road building to States, which make their own construction contracts with contractors. Contractors buy their own equipment

and materials. For information on regional activities, write to District Engineer at the following addresses:

P. O. Box 3900, Post Office Building, Portland, Ore.  
 254 New Customhouse, Denver, Colo.  
 Post Office Box 391, Federal Building, Ogden, Utah.  
 Masonic Temple Building, Nineteenth and Douglas Streets, Omaha, Nebr.  
 South Chicago Post Office Building, Chicago, Ill.  
 505 Post Office Building, Albany, N. Y.  
 Federal Building, Civic Center, San Francisco, Calif.  
 P. O. Box 1511, 415 Federal and Territorial Building, Juneau, Alaska.  
 Montgomery Building, Spartanburg, S. C.  
 711 United States Courthouse, Kansas City, Mo.

### Railroad Retirement Board

Chief, Purchase and Supply Office, 1406 G Street NW., Washington, D. C.

Buys some items from the Procurement Division; also in the open market, without bids, up to \$50, from railroad funds, and up to \$300 from unemployment-compensation funds. Maintains its own mailing list of bidders and writes some specifications.

### Securities and Exchange Commission

Chief, Service Subdivision, 1778 Pennsylvania Avenue NW., Washington, D. C.

Buys through the Procurement Division; also in the open market, without bids, up to \$50. Maintains its own mailing list of bidders and writes some specifications.

### Smithsonian Institution

Property Clerk and Superintendent of Buildings, Room 133, Smithsonian Building, The Mall at Seventh Street NW., Washington, D. C.

Funds allotted by Government appropriation are used for purchases through Procurement Division. Private funds are expended, as desired, to any limit without bids.

**National Museum** (Property Clerk, Room 85, Natural History Building, Washington, D. C.). Buys about 55 percent outside of General Schedule. Purchases in the open market, without bids, up to \$100. Writes specifications and maintains its own mailing list for general items only.

**National Zoological Park** (Property Clerk, The Zoo, Adams Mill Road Gate, Washington, D. C.).

### Soldiers Home, Washington, D. C.

Quartermaster and Purchasing Officer, Rock Creek Church Road at Upshur Street NW., Washington, D. C.

Formal contracts through the Procurement Division. Makes some outside purchases. Maintains a selected mailing list of bidders and writes some specifications.

### Tariff Commission

Purchasing Officer, Finance Division, Washington, D. C.

Makes most of its purchases through the Procurement Division; some are made in the open market, without bids, up to \$50. Writes specifications infrequently.

## Tennessee Valley Authority

Director of Purchases, Washington Office, Room 437 Woodward Building, Fifteenth and H Streets NW., Washington, D. C.

Makes some purchases through Procurement Division; also makes some of its own contracts on national defense items without asking for bids. Maintains its own mailing list and writes some of its own specifications.

### Field Offices:

Director of Materials Department, Knoxville, Tenn.  
 Purchasing Officer, Old Post Office Building, Chattanooga, Tenn.  
 Purchasing Officer, Tennessee Valley Authority, Wilson Dam, Ala.

## Veterans' Administration

Director of Supplies, Supply Service, Procurement Division, Arlington Building, Washington, D. C.

Buys only rarely through the Procurement Division. Uses the bid system only, and writes some of its own specifications. Administrative officers are entitled to make miscellaneous purchases all by bids, except purchases in the open market up to \$50.

### Regional Offices (address mail to Manager):

New Customhouse, Philadelphia, Pa.	333 Saint Charles Street, New Orleans, La.
Post Office Building, Cleveland, Ohio.	Fort McHenry, Md.
Courthouse, Nashville, Tenn.	40 Fountain Street, Providence R. I.
Customhouse, Denver, Colo.	Federal Building, Sioux Falls, S. Dak.
406 West Thirty-fourth Street, Kansas City, Mo.	Federal Building, Manchester, N. H.
212 South Tryon Street, Charlotte, N. C.	

### Address mail to—U. S. Veterans' Administration Facility:

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